



COLLIN COUNTY

Information Services
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To: Judge Keith Self
Commissioner Duncan Webb
Commissioner Chris Hill
Commissioner Cheryl Williams
Commissioner Mark Reid
Bill Bilyeu

From: Caren Skipworth, CIO

Date: August 6, 2014

Re: **FY 2015 Scanning Services Renewal**

Information Technology is requesting Commissioners Court to authorize the renewal of our current scanning services contract with Databank. We will use Databank to bulk scan our physical box inventory on a project-by-project basis not to exceed the approved budgeted amount.

Scanning Services are currently included as part of the FY 2015 Digital Imaging Project request.